Template

# Brainstorm

# & idea prioritization

Use this template in your own brainstorming sessions so your team can unleash their imagination and start shaping concepts even if you're not sitting in the same room.

**10 minutes** to prepare

1 hour to collaborate

**2-8 people** recommended

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## Before you collaborate

A little bit of preparation goes a long way with this session. Here's what you need to do to get going.

10 minutes

- A **Team gathering**
  Define who should participate in the session and send an invite. Share relevant information or pre-work ahead.
- B **Set the goal**
  Think about the problem you'll be focusing on solving in the brainstorming session.
- C **Learn how to use the facilitation tools**
  Use the Facilitation Superpowers to run a happy and productive session.

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## 1 Define your problem statement

What problem are you trying to solve? Frame your problem as a How Might We statement. This will be the focus of your brainstorm.

5 minutes

PROBLEM

How might we [your problem statement]?

**Key rules of brainstorming**

To run an smooth and productive session

Stay in topic.

Encourage wild ideas.

Defer judgment.

Listen to others.

Go for volume.

If possible, be visual.

## 2 Brainstorm

Write down any ideas that come to mind that address your problem statement.

10 minutes

TIP

You can select a sticky note and hit the pencil [switch to sketch] icon to start drawing!

**NANDA KAMAL**

- dispose of unwanted materials from home properly
- checking fire in connection
- proper disposal of gas cylinders and fire wire
- implementing relay circuits
- avoiding friction between any two objects
- proper ventilation
- rubber tiers to prevent friction
- wearing fireproof clothes, fire resistant protection or jackets
- ensuring availability of fire extinguishers

**BRAHMAREDD**

- Electrical sprinkle and telecommunication alarming
- Disposing flammable materials properly
- Using flame retardant materials in interior
- Training smoke alarms regularly
- Annoucement, smoke suppression systems
- Conducting regular fire drills
- Providing adequate means of escape
- Building wide arcades and opening gates lightly
- Inspecting buildings and equipments regularly

**REVANTH**

- To keep flammables tents away from heat
- To avoid overloading circuits
- Regular maintenance and emergency drills
- Clear cut the fuses frequently
- To turn off equipment when not in use
- To invest in active extinguisher
- To ensure not overloading electrical fuses and switches
- Practice regular fire drills

**AYISHA**

- Ensuring adequate fire extinguisher and hydrant systems
- Ensuring fire safety equipments are in good condition
- Preventative inspections and maintenance
- Having fire resistant protective clothing
- protecting combustible materials
- Having fire safety exit signs and fire alarms
- Ensuring and supervising electrical wiring
- Ventilating in smoking areas in appropriate locations

**Person 5**

**Person 6**

**Person 7**

**Person 8**

## 3 Group ideas

Take turns sharing your ideas while clustering similar or related notes as you go. Once all sticky notes have been grouped, give each cluster a sentence-like label. If a cluster is bigger than six sticky notes, try and see if you and break it up into smaller sub-groups.

20 minutes

TIP

Add customizable tags to sticky notes to make it easier to find, browse, organize, and categorize important ideas as themes within your mural.

Identifying the fire level and pressure in the area

To intimate the fire alert to the fire department

Proper planning of buildings infrastructure

To create awareness among the workers

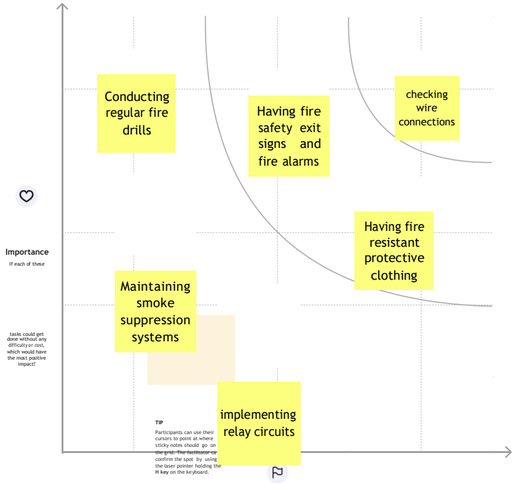
Regular supervision of electrical equipments

Having required quantity of fire extinguishers

## 4 Prioritize

Your team should all be on the same page about what's important moving forward. Place your ideas on this grid to determine which ideas are important and which are feasible.

20 minutes




TIP

Participants can use their cursors to point at where sticky notes should go on the grid. The facilitator can confirm the spot by using the laser pointer holding the H key on the keyboard.

## After you collaborate

You can export the mural as an image or pdf to share with members of your company who might find it helpful.

Quick add-ons

- A **Share the mural**
  **Share a view link** to the mural with stakeholders to keep them in the loop about the outcomes of the session.
- B **Export the mural**
  Export a copy of the mural as a PNG or PDF to attach to emails, include in slides, or save in your drive.

Keep moving forward

**Strategy blueprint**
Define the components of a new idea or strategy.

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**Customer experience journey map**
Understand customer needs, motivations, and obstacles for an experience.

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**Strengths, weaknesses, opportunities & threats**
Identify strengths, weaknesses, opportunities, and threats (SWOT) to develop a plan.

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Share template feedback